

TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS - JEPAC

Joint Expeditionary Public Affairs Course

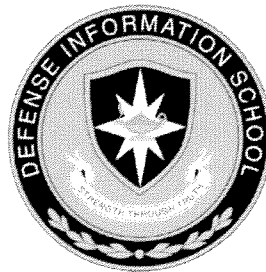


Approved by:

A handwritten signature in black ink, appearing to read "Ray Z. Kelly".

Approved May 26, 2010

**Commandant Defense Information School
Supersedes TPI Dated: 20080710**



JOINT EXPEDITIONARY PUBLIC AFFAIRS COURSE

TRAINING PROGRAM OF INSTRUCTION (TPI)

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-JEPAC

TITLE: JOINT EXPEDITIONARY PUBLIC AFFAIRS COURSE

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: None

PURPOSE: This course provides the public affairs officer and noncommissioned officer training in preparation to rapidly transition into the duties and responsibilities of delivering effective public affairs in an expeditionary environment. The course addresses the training requirements for the PA professional with little or no expeditionary experience who is pending deployment.

COURSE DESCRIPTION: The graduate will study and practice planning and execution of public affairs operations unique to an expeditionary environment. With an emphasis on operational planning and integration on a joint staff. This course reinforces basic and intermediate skills within the context of an expeditionary mission. Candidates who will benefit most from this course are those with minimum to no experience on a deployed joint staff.

PREREQUISITES: Previous education / training requirements for all services: The candidate must be a graduate of either DINFOS-JSPAC, DINFOS-JSEPAC; DINFOS-IPASC, DINFOS-PAOQC, DINFOS-PAQC, or DINFOS-PAQC-ADL-R and within the following grade range by service.

The course is recommended for civilians who are involved in operational public affairs planning with military forces and who are deployable.

Validation of student authentication is through the Army Training Requirements and Resources System (ATRRS). Requests for waiver of prerequisites must be routed through the appropriate career field manager to the DINFOS Commandant and must be approved prior to student's acceptance into training.

Service	Officer / Civilian / Enlisted	Notes
USA	Officer: O-3 and above Enlisted E6 thru E9; Civilians: GS-11 to GS-14 1035 Series with APAC approval	Enlisted personnel must be a graduate of ANCOC/SLC and DINFOS PAQC.
USAF	Officer: O-2 to O-5 Enlisted: E5-E9 Civilian: 1035 Series who are deploying	Enlisted personnel that have not graduated from courses listed above must be a graduate of either DINFOS -BCC, DINFOS-BCC 60, DINFOS-BPAS-W, DINFOS-BPASC or DINFOS-BPASC-ADL-R, DINFOS-BSP.
USN	Officer: O-3 to O-5 (1650,1655 or 6470 designators) Enlisted E5-thru E9 (MC rating) Civilians: GS-11 to GS-14 / 1035 Series	Officers must have a minimum of 4 years public affairs experience. Civilians must have a minimum of 5 years public affairs experience. If waiver required, must include documented OJT, command endorsement and approved by CHINFO OI-8.

USMC	Officer: O-1 to O-4 Enlisted: E5-E9 Civilians: Not open to Civilians	Enlisted personnel that have not graduated from courses listed above must be a graduate of either DINFOS-BPAS-W, DINFOS-BPASC or DINFOS-BPASC-ADL-R.
USCG	Officer: W-2 to O-5 Enlisted: Not open to Enlisted Personnel Civilian: GS-11 to GS-14	
International	International students attending this course must have an English Comprehension Level (ECL) of 85, obtain a 2+/2+ on the Oral Proficiency Interview (OPI), and possess basic typing skills. Students requesting enrollment must be O-4s or senior O-3s and graduates of the DINFOS PAQC/DINFOS PAQC or AFIS PAOC, with a minimum of one year experience as a PAO. Students must have a solid understanding of English language usage, grammar and syntax.	
Interagency	Must be in a GS 1035 position at a grade of GS-11-14, with a minimum of five years experience as a public affairs officer.	

SECURITY CLEARANCE: None

CLASS SIZE: MAXIMUM: 16 **MINIMUM:** 6 **ANNUAL CAP:** 32 (two annual iterations)

COURSE LENGTH: 10 Training Days

ACADEMIC HOURS: 101 Hrs

ADMINISTRATIVE HOURS: 8Hrs

TOTAL COURSE HOURS: 109 Hrs

INSTRUCTOR CONTACT HOURS: 617 Hrs

TYPE/METHOD OF INSTRUCTION:

Administrative (AD): 8 Hrs

Lecture (L): 31 Hrs

Guided Discussion (GD): 5 Hrs

Demonstration (D): 1 Hrs

Performance Exercises (PE): 63 Hrs

Other (Read ahead): 1 Hr

TRAINING START DATE: October 1, 2010

ENVIRONMENTAL IMPACT: None (followed DoD policy to assess the environmental impact)

MANPOWER: Instructors required: 1 (See attached ITRO)

EQUIPMENT AND FACILITIES: Equipment requirements reflect what is currently being used for this course. No new requirements identified.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Public Affairs Leadership Department: (301) 677-4481; DSN 622-4481

REFERENCES: Are found in the last page of this TPI

INSTRUCTOR/STUDENT RATIO: 2:16L, 8:16GD, 2:16D, 8:16PE, 1:16(Read Ahead)

SAFETY FACTORS: ROUTINE

FUNCTIONAL AREA 1

Introduction to Expeditionary Public Affairs

TPFN: DINFOS-JEPAC 001-

TERMINAL TRAINING OUTCOME: Students review the fundamentals of public affairs theory and doctrine with emphasis on the specific challenges and principles essential to operations in an expeditionary environment. Upon completion of this course, graduates will be able to work effectively within a joint staff expeditionary environment and to execute a proactive public affairs program. Material in this functional area is measured by performance exercises. Students must achieve a minimum score of 70 percent on performance exercises and exams to complete this functional area. Lecture-based instruction draws on and reinforces doctrine and lessons learned in order to enforce expectations for public affairs professionals in the expeditionary environment, to include Joint Information Bureau (JIB) layout and design.

TPFN UNIT HOURS AND TYPE: 24L, 1D, 1(Read Ahead)

TPFN TOTAL UNIT HOURS: 26

UNITS:

Unit 001 Introduction to Expeditionary Affairs

- 001 Explain the DoD Principles of Information
- 002 Explain the role of public affairs officers and NCOs in the expeditionary environment
- 003 Identify DoD guidelines on the production and use of imagery
- 004 Incorporate data transmission systems in a communication plan
- 005 Incorporate internet based capabilities in a communication plan
- 006 Target specific audiences to achieve established communications objectives
- 007 Identify the components of media facilitation
- 008 Explain the integration of public affairs into all phases of planning

INSTRUCTOR/STUDENT RATIO: 2:16L, 2:16D, 1:16(Read Ahead)

SAFETY FACTORS: ROUTINE

FUNCTIONAL AREA 1

Introduction to Expeditionary Public Affairs

TPFN: DINFOS-JEPAC 001-

TERMINAL TRAINING OUTCOME: The student learns that within the broad spectrum of military operations, several activities with specifically different missions share closely related resources and outcomes. To achieve success in the latter performance exercises, the student must be cognizant of the potential problem areas that require close consideration, oversight, and coordination. Students must achieve a minimum score of 70 percent on performance exercises and exams to complete this functional area.

TPFN UNIT HOURS AND TYPE: 7L, 5GD, 16PE

TPFN TOTAL UNIT HOURS: 28

Unit 002 Operational Public Affairs Planning

- 001 Write the public affairs annex to the Operations Plan
- 002 Brief a commander on a PA plan

INSTRUCTOR/STUDENT RATIO: 2:16L, 8:16GD, 8:16PE

SAFETY FACTORS: ROUTINE

FUNCTIONAL AREA 1

Introduction to Expeditionary Public Affairs

TPFN: DINFOS-JEPAC 001-

TERMINAL TRAINING OUTCOME: The student performs the myriad interrelated tasks that are essential to achievement of an expeditionary public affairs mission. The student deploys to a field-training site following an operations order and various situation reports. The student is organized with others into a small operational group performing the duties of a joint information bureau. Individuals and groups perform a broad variety of tasks under changing conditions to solve issues and problems within the general scenario. The student faces complex and urgent requirements during this fast-paced exercise. Both individual and group performance is critiqued as needed on a timely basis to provide the student with evaluative feedback. The exercise ends with a formal and thorough after action review. Students must achieve a minimum score of 70 percent on performance exercises and exams to complete this functional area.

TPFN UNIT HOURS AND TYPE: 47PE

TPFN TOTAL UNIT HOURS: 47

Unit 003 Field Training Exercise

- 001 Conduct joint media operations in an expeditionary environment
- 002 Execute operational public affairs in a joint environment

INSTRUCTOR/STUDENT RATIO: 8:16PE

SAFETY FACTORS: ROUTINE

FUNCTIONAL AREA 2

Course Administration

TPFN: DINFOS-JEPAC-002

TERMINAL TRAINING OUTCOME: During this time student records will be created, updated and archived as the student progresses through the course.

TPFN UNIT HOURS AND TYPE: 8AD

TPFN TOTAL UNIT HOURS: 8

Unit 001 Course Administration

- 001 Welcome Brief
- 002 In-processing (RQM)
- 003 In-processing (Service Dets)
- 004 Out-processing (Service Dets)
- 005 Out-processing (RQM)
- 006 End-of-Course Survey
- 007 Graduation

INSTRUCTOR/STUDENT RATIO: 1:16AD

SAFETY FACTORS: ROUTINE

REFERENCES

CJCSM 3122.01B, JOPES Vol 11

CJCSM 3205.01, Joint Combat Camera

DIDI 5400.14, Procedures for Joint Public Affairs Operations

DIMOC guidelines (<http://dodimagery.afis.osd.mil/learning/vipolicy.html>)

DODD 5120.20 AFRTS

DODD 5400.13, Joint Public Affairs Operations (1996)

DODI 5400.14, Procedures for Joint Public Affairs Operations

DODI 5405.3, Development of PAG

DODI 5400.14, Procedures for Joint Public Affairs Operations

DODI 5405.3, Development of PAG

DOD Directive 5122.5 DOD Principles for News Media Coverage of DOD Operations

DODI 5040.5, ASD/PA (2006)

Joint Pub 5-500.2 JFT Planning

Joint Pub 1-01, Dictionary of Terms (2001)

Joint Pub 3-13, Information Operations

Joint Publication 3-61, Public Affairs

Multi-Service TIPS, Combat Camera (2003)

ST 45-07-01, Public Affairs Handbook (2007)

